

CODE: 1621
FLSA: NON-EXEMPT
GRADE: 1

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: CUSTODIAN
COMMUNITY CENTER DIVISION
PARKS AND RECREATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under regular supervision, performs general custodial work in the maintenance of Community Center Division of the Parks and Recreation Department. Work involves performing general janitorial, maintenance, and facility work in the cleaning and care of the Community Center, Bowman House, and Freeman Store and surrounding areas; setting up facilities for Recreation programs and special events; performing manual tasks related to the care and cleaning of the inside of public building and surrounding areas as assigned; setting up and taking apart classrooms, events, presentations, and classes. Reports to the Community Center Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Opens buildings.

Cleans restrooms.

Prepares rooms for the day's activities.

Cleans gym floors.

Checks daily and weekly schedule for programs and activities.

Makes repairs to equipment and building fixtures.

Changes parts within the building.

Helps with building inspections.

Sets up pre-school classes, large events, gymnastic equipment, and pickle ball court.

Picks up trash in and around the buildings.

Performs the inventory of supplies.

Performs housekeeping duties such as dusting, cleaning, disinfecting, sweeping, vacuum cleaning, replacing and replenishing supplies, washing walls and windows, etc.

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Performs the maintenance of floorings, stripping, cleaning, waxing, buffing, etc.

Installs new equipment and fixtures.

Maintains security of building at all times; secures doors and windows after business hours.

Receives and/or reviews various records and reports such as schedule of events, invoices, maintenance schedule, and Town related information.

Prepares and/or processes various records and reports such as supply list, repair list, and work schedule.

Refers to schedule of events, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as floor cleaner, floor banisher, leaf blower, drills, vertical lift, vacuum, mop, broom, dustpan, dust mop, etc.

Uses a variety of tools such as drill, wrenches, screwdrivers, snow blower, etc.; and a variety of supplies such as cleaning fluids, trash bags, paper products, gloves, etc.

Interacts and communicates with various groups and individual such as the Community Center Manager, Coordinators, instructors, and the general public.

May performs the following duties:

May serve as lead Custodian.

ADDITIONAL JOB FUNCTIONS

Provides back up support.

Monitors the office.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma or GED equivalent supplemented by one to two years of custodial experience; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires medium work that involves walking, standing, stooping, crouching, stretching or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read work orders, technical instructions, schedules, etc. Requires the ability to prepare routine records with the proper format. Has the ability to speak before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using custodial equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, switches, hand tools, cleaning equipment and tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. Worker may be subject to danger or risk to a slight degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

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PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Community Center Division of the Parks and Recreation Department as they pertain to the performance of duties of the Custodian. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to learn, comprehend, and apply regulations, procedures and related information. Has thorough knowledge of the methods, materials and equipment associated with custodial maintenance work and basic grounds keeping work. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to operate equipment and use tools efficiently and safely. Is able to offer training and assistance to co-workers as required, and to provide crew leadership as assigned. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare simple records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has knowledge of how to react calmly and quickly in emergency situations. Is able to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, machinery hazards, skin irritants, toxic agents, disease, dirt, dust, odors, electrical currents, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

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Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.